

**Norton Radstock College
Learning Resources Centre
Code of Conduct**

The LRC is used for study

Please help other users by

- Showing consideration for other users in your behaviour and language:
 - working quietly
 - moving quietly through the LRC
 - switching mobile phones to silent and taking calls outside the LRC
 - eating or drinking outside the LRC
 - making sure the volume of your own music system is turned down, so that others are not disturbed
- Using the computers for college work, in accordance with college ICT Acceptable Use Policy
- Complying with LRC staff requests. You may have to leave the LRC if the above code of conduct is not met.

College ID cards are needed

- To reset your network password
- To borrow books

If you borrow books you should

- Return or renew by the due date
- Pay fines on items returned late
- Pay for lost or damaged items

Please notify the LRC of any change of address or course